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Chapter Bylaws

PART I

Constitution

The Constitution of the National Treasury Employees Union as amended at the last National Convention is hereby adopted as the Constitution for this Chapter. The Bylaws of this Chapter set forth rules for the local administration and functions of this Chapter. No part of these Bylaws shall be in force if they are contrary to or in conflict with the provisions of the National Constitution and Bylaws.

PART II

Name, Headquarters and Jurisdiction, and Fiscal Year

Section 1. Name

This organization shall be known as the National Treasury Employees Union, Chapter 208.

Section 2. Headquarters and Jurisdiction

The headquarters of Chapter 208 shall be maintained in Montgomery County, MD and have jurisdiction concurrent with the jurisdiction granted in the charter issued pursuant to the National Constitution, unless amended by operation of the provisions of the NTEU Constitution.

Section 3. Fiscal Year

The fiscal year of Chapter 208 shall be from October 1 to September 30.

PART III**Membership**

Section 1. Any person who is presently employed within Chapter 208's jurisdiction as defined in Part II, Section 2, or any former employee, or any retired employee of the Federal Government is eligible for membership in this chapter, regardless of race, creed, sex, age or religion.

Section 2. A member of Chapter 208 is one who is eligible for membership and who timely remitted an appropriate dues payment or who has authorized withholding of dues from his/her compensation and notice of such authorization has been received by the NTEU National Headquarters Office.

Section 3. Classification of membership in Chapter 208 shall mean:

- (A) Active employee member: any member presently employed by the Federal Government
- (B) Retired member: any former employee of the Federal Government who has been retired from the Federal Government and is drawing an annuity under the U.S. Civil Service Retirement System.
- (C) Former employee member: a member formerly employed by the Federal government who left the Federal Government before he/she was eligible for retirement.
- (D) New Member: an employee who has never been a member of NTEU or who has not been a member during the twelve months prior to submitting an application.
- (E) Associate Member: a member who is not otherwise eligible for membership in this organization and who shall not enjoy the privileges of NTEU membership in the National Organization and shall not be a voting member on those matters relating to the nation or local NTEU organization.

PART IV**Dues and Funds**

Section 1. Revenue

(A) How prescribed: The revenue of Chapter 208 shall be obtained from the membership dues paid by each member and from other activities as may be determined by the members of the Chapter Executive Board.

(B) Amount of dues: The per capita payments from each regular member shall be the national portion as established by the NTEU National Bylaws plus the local portion which shall equal 12.3% of the national portion.

Section 2. Method of payment

(A) The per capita payments shall be made to the National Headquarters Office at the beginning of each fiscal year except for those members who are on dues withholding. The National Headquarters Office shall issue renewal bills to all members who are not on dues withholding at the beginning of each fiscal year. Retired or former employees will be permitted to pay dues on an annual basis with payment due on October 1 of each year. All other members will be permitted to pay dues on an annual basis with payment due on October 1 of each year, or on a semi-annual basis with payments due on October 1 and April 1 of each year. Per capita payments collected by the Chapter shall be forwarded to the national Headquarters Office.

(B) Dues withheld for members on a dues withholding program will be paid directly to the National Headquarters Office which will then remit to the Chapter its share within ten (10) days.

Section 3. An increase in Chapter dues which is not tied to an increase in National per capita dues shall occur only in a general or special meeting or election for which at least thirty (30) days notice has been given to all members. The President shall issue the notice for a meeting or election. The meeting or election notice shall state the amount and the effective date of the proposed increase. Such notice shall be made to all members either by letter to all members or publication in the Chapter newsletter. All votes on Chapter dues increases, whether conducted during a membership meeting or by using election procedures, must be made by secret ballot. The Chapter Secretary shall be responsible for distributing, collecting, and securing all ballots. In the event that a ballot concerning a dues increase is challenged, the Chapter Executive Board shall have the authority to determine whether any challenged ballot shall be counted. A proposed dues increase shall be levied only if a majority of the ballots cast favor the increase.

PART V

Chapter Executive Board

Section 1. The Chapter Executive Board shall be composed of the President, Executive Vice President, Secretary, Treasurer, thirteen (13) Vice Presidents and the Chief Steward. Five of the thirteen Vice

Presidents shall be selected so as to represent the membership in each of NRC's four Regional Offices and NRC Headquarters. The remaining eight Vice Presidents shall be designated as Vice President At-Large.

Section 2. The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to Chapter members, NTEU National Headquarters, or Chapter Officials pursuant to the National Constitution and Bylaws or these Bylaws.

The specific authority of the Executive Board shall include:

(A) Authority to authorize necessary Chapter expenditures and establish procedures for payment of authorized Chapter expenditures,

(B) Authority to fill any office vacancy within the Chapter by a majority vote, and

(C) Authority to approve by a majority vote any local or supplemental collective bargaining agreement prior to its being signed by the Chapter President on behalf of the Chapter.

Section 3. A quorum for the purpose of an Executive Board meeting shall consist of more than one third of the Executive Board members being present at the meeting. For the purpose of establishing a quorum, a Board member is counted as present if he/she has presented a signed statement as to his/her position on any of the matters listed in an agenda for the meeting distributed at least three (3) workdays in advance of the scheduled meeting. In the event that a quorum cannot be established for any regular or special Executive Board meeting, the Chapter President may declare an emergency quorum to discuss only those items identified in an advance agenda distributed to all Board members provided that a majority of the members of an Executive Committee within the Executive Board are present. The Executive Committee shall be composed of the Chapter President, the Executive Vice President, the Secretary, the Treasurer, and the Chief Steward.

Section 4. The Chapter Executive Board shall convene monthly at a time and place by the President. The President or a majority of the Board members may convene a special meeting of the Board to resolve issues which must be decided, due to their nature, prior to the next scheduled Board meeting. If such a meeting is called, notice must be given to all Board members at least three (3) workdays before the scheduled meeting.

Section 5. The Chapter Secretary, or in his/her absence, a Board member by the President, shall record the items of business at all regular and special Board meetings and transmit copies of the meeting minutes to all Board members.

Section 6. No matter having a substantial impact solely on NRC regional employees or employees of one specific Headquarters Office shall be brought to a vote at a Board meeting unless that matter has been discussed during the previous Board meeting and listed in the meeting minutes as an item to be discussed at the next meeting or the agenda for the Regular or Special Board meeting was distributed at least six (6) workdays in advance of the meeting.

Section 7. All matters brought to a vote will be decided by a majority of the votes cast. Board members may elect to vote on any issue before the Board by submitting a signed statement expressing their vote to any member of the Chapter Executive Committee.

Section 8. All substantial actions of the Board shall be reported by the Secretary, or his/her designee, at the next scheduled meeting of the Board.

PART VI

Chapter Officers

Section 1. Officer Designations

The officers of this Chapter shall be those in Part V, Section 1, of these Bylaws.

Section 2. Qualifications

Any member in good standing, as defined in Part III, Section 2, of these Bylaws, shall be eligible to hold office in Chapter 208.

Section 3. Elections

(A) The term of office for Chapter 208 officers shall be two (2) years. The election to office of all Chapter Officers shall take place as provided in the NTEU Constitution and these Bylaws, in June of even numbered years, and these officers shall assume their elected positions on July 1 of the year of the election.

(B) All elected officers of Chapter 208 are considered delegates to District Conferences and National Conventions conducted during their terms of office.

(C) The election of any additional delegates to District Conferences and National Conventions shall be conducted pursuant to the NTEU Constitution and Bylaws.

Section 4. Duties

(A) The President's duties shall be:

(1) to perform as administrator of the affairs of Chapter 208 in accordance with the provisions of the National Constitution and the Chapter's Bylaws;

(2) to issue proper notice calling meetings of the Chapter Executive Board pursuant to Part V, Section 4, of these Bylaws;

(3) to preside at all regular and special meetings of the Executive Board;

- (4) to appoint Chairpersons of all standing Committees;
- (5) to appoint all Stewards and the Chief Steward;
- (6) to appoint all committee members and maintain ex officio membership in each;
- (7) to represent and act as spokesperson for the Chapter in all matters;
- (8) to sign all documents pertaining to the official business of the Chapter;
- (9) to name one of the Vice Presidents Chairperson of the Membership Committee; and
- (10) to perform all other duties as are necessary to protect and advance the interests of the membership.

(B) The Executive Vice President's duties shall be:

- (1) to perform the duties of the President during the President's absence or inability to serve;
- (2) to serve as an assistant to the President; and
- (3) to develop the Chapter's publicity, to handle special publicity projects as directed by the President and to supervise the printing of the Chapter's newsletter.

(C) The Secretary's duties shall be:

- (1) to record and keep minutes on all meetings of the Chapter Executive Board;
- (2) to conduct such correspondence as may be necessary or as the President shall direct, and maintain copies in a permanent file;
- (3) to maintain custody of all books, records, papers and effects of the Chapter, and transfer these items to his/her successor at termination of his/her tenure in office;
- (4) to aid the Election and Nominations Committee in preparing ballots for officer elections and to inform the members of the results of such elections;
- (5) to distribute literature, copies of documents and other communications to Chapter members;
- (6) to maintain files of committee reports;
- (7) to prepare and maintain a calendar of chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons;

(8) to maintain a correct and current record of the membership with the name, address, and dues status of each member; and

(9) to prepare and provide to all board members prior to a meeting the draft minutes of the prior meeting. After the minutes are approved, they shall be made available to Chapter Members upon request.

(D) The Treasurer's duties shall be:

(1) to receive and deposit all funds of the Chapter in a depository approved by the Executive Board;

(2) to make payments from funds as authorized by the Executive Board and to maintain a petty cash fund in appropriate amounts as designated in the approved budget;

(3) to remit promptly to the Administrative Controller of the National Headquarters as provided by the National Constitution per capita dues collected from members of Chapter 208 and to send an accompanying list of those members;

(4) to submit monthly financial reports at Executive Board meetings and other reports as requested by the Executive Board;

(5) to provide the Secretary with dues information necessary for the Secretary to maintain an updated membership roster;

(6) to submit the Chapter books and accounts for audit on the demand of the Executive Board;

(7) to furnish a surety bond to the Chapter; the premium of such bond to be paid by the Chapter;

(8) to prepare and file Internal Revenue Form 990, Department of Labor forms, and other forms as required; and

(9) to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.

PART VII

Committees

The President shall appoint, within thirty (30) days after assuming office, a chairperson and members of the following standing committees as described below. The President shall publish for the information of the membership of the union, the names of the chairpersons and members of each committee. These appointees shall serve one year shall be eligible for reappointment.

Section 1. Classification and Responsibilities

(A) Committee on Elections and Nominations shall consist of three (3) members and a Chairperson for the purpose of conducting a democratic election of officers as provided in the NTEU Constitution.

(1) This Committee shall conduct the election of Chapter Officers pursuant to Part IV, Section 2, of the NTEU National Bylaws, and Part VIII of these Bylaws.

(2) This Committee shall count the ballots and certify in writing to the Chapter Secretary the results. The newly-elected officers shall be notified in writing by the Chairperson of the Election and Nominations Committee of their election.

(3) In the case of a tie vote for any office, the Chairperson, in the presence of his/her committee members shall determine the winner by the toss of a coin and so state in his/her report.

(4) The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters.

(B) Committee on Membership – The Chairperson of this committee shall be appointed by the President from the Vice Presidents and the Committee shall consist of twelve (12) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership in Chapter 208 and shall:

(1) devise a program of membership and insurance recruitment of all employees in Chapter 208's jurisdiction in order for an effective membership program to be conducted on the continual basis;

(2) instruct and organize membership recruiters in each post of duty within Chapter 208's jurisdiction;

(3) accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying membership;

(4) report to the President the format of the membership program and its status; and

(5) distribute and accept membership applications, requests for transfers of membership from other Chapters or to other Chapters, assist with execution of Forms 1187s for dues withholding, and promptly forward such items to the Treasurer.

(C) Other such committees as are deemed necessary to accomplish the aims of Chapter 208 may be appointed by the President. The number of members shall be the number considered practical and necessary by the President. Such appointed committee shall serve until discharged by the President or until the end of the Chapter's fiscal year.

PART VIII

Chapter Election Procedures

Section 1. Notice of Elections

The Chapter Executive Vice President shall assure that Chapter members are notified as to upcoming elections. The form of the notice shall be by one or more of the following:

- (1) electronic mail directly to each member
- (2) a letter mailed to the last known home address of all members
- (3) notice in the Chapter Newsletter which is sent to all members
- (4) posting on all official bulletin boards.

The notice shall describe the offices to be filled by election, the deadline for the nomination of candidates for these positions, and the date of the election. Notification of all members by whatever mechanism used shall be made on or before March 15 of the election year.

Section 2. Nominations

All nominations for Chapter 208 offices shall be made in writing or by electronic mail and must be submitted to the Chairperson of the Elections and Nominations Committee on or before April 15 of the election year. Between April 15 and April 30 of the election year, the Elections and Nominations Committee shall review the list of proposed candidates to verify that:

- (1) Each candidate is a member in good standing;
- (2) Each candidate is willing to serve in the office to which he/she has been nominated, and
- (3) No candidate has been nominated for more than one office.

Section 3. Procedures for Establishing Candidate Eligibility

In the event that a candidate nominated for office fails to meet the eligibility tests in Section 2 of the election procedures, the Elections and Nominations Committee shall utilize the following procedures to establish candidate eligibility:

(A) If the nominee's name does not appear on the Chapter membership roster, the Elections and Nominations Committee shall contact the nominee immediately and inform his/her of their ineligibility for office. If the nominee becomes a member in good standing prior to April 30 of the election year, his/her name shall remain on the ballot. Otherwise, his/her name shall be removed from the ballot.

(B) The Elections and Nominations Committee shall contact each of the members who have been nominated for chapter office to verify that each proposed candidate is willing to serve in the office to

which he/she has been nominated. The names of all nominees who do not express a willingness to serve in office shall be removed from the ballot.

(C) If the Elections and Nominations Committee determines that a member has been nominated for more than one Chapter office, the member shall be contacted immediately and asked which office he/she would prefer. The nominee's name shall be removed from the list of candidates for all offices other than his/her first preference.

Section 4. Preparation of Ballots

After the Elections and Nominations Committee has verified that the nominees for all offices are willing and qualified to serve, the Chairperson of the Committee shall prepare an election ballot which lists each Chapter office separately, along with the names of the candidates for the respective offices. The Elections and Nominations Committee shall also prepare a set of instructions to accompany the election ballot which describe how to execute and return the ballot. The Chairperson of the Elections and Nominations Committee shall be responsible for having a suitable number of election ballots and instructions printed, with the costs of printing being paid by the Chapter.

Section 5. Mailing of Ballots

The election ballots shall be prepared for mailing as follows:

(A) The election ballot shall be folded and placed in an envelope which is addressed to the member to whom the ballot is being mailed. The instructions on executing the ballot, if the instructions are on a separate sheet, should be folded and placed in the same envelope. The address listed on the envelope should be the last known home address of the member to whom the ballot is being mailed, as listed in the Chapter files.

(B) A second, smaller envelope should then be prepared and placed in the first envelope with the ballot and instructions. The second envelope should be addressed to the Chairperson of the Elections and Nominations Committee, should have a sequential number on the back side which corresponds with a number placed beside the member's name on the Chapter membership roster, and should be stamped with an appropriate value stamp to cover return postage.

(C) The larger envelope should then be sealed and mailed before May 6 of the election year.

Section 6. Non-receipt of Ballots

If a member has not received his/her election ballot by May 15 of the election year or has lost the ballot he/she did receive, he/she may request a second ballot from the Chairperson of the Elections and Nominations Committee. If such a request is received, the Committee for Elections and Nominations shall prepare a ballot for mailing as soon as possible in the same manner as described in Section 5, except that the member's second ballot shall contain a new sequential number such that the Committee can determine whether or not the member attempted to vote twice in the election.

Section 7. Counting of Ballots

The counting of ballots, and thus the close of the election, shall occur no earlier than June 6 of the election year, but may occur at any time and place thereafter which the Elections and Nominations Committee feels appropriate, provided that the date is in the month of June. The counting procedures shall be as follows:

(A) The Committee shall first examine the sequential numbers on the return envelopes to verify that no member voted more than one time. If it is determined that a member returned more than one ballot, all envelopes returned by that member shall be marked as void and not counted in the tabulation of votes.

(B) The Elections and Nominations Committee shall then open all of the remaining envelopes, placing the envelopes in one pile and the secret ballots in a second pile without examining the ballots.

(C) The Elections and Nominations Committee shall then examine each of the secret ballots to assure that each ballot was executed in accordance with the election instructions. Improperly executed ballots shall be voided and not counted.

(D) The Elections and Nominations Committee shall then tally all of the valid ballots and determine the number of votes that each candidate received. The winner(s) of each race shall be determined as follows:

(1) The Committee shall prepare a tally sheet for each office race placing the top vote getter at the top of the list, then the second top vote getter, and so on. The number of votes received by each candidate should be placed by his/her name.

(2) For the offices of President, Executive Vice President, Secretary, Treasurer, Headquarters Vice President, Region I Vice President, Region II Vice President, Region III Vice President, and Region IV Vice President, the candidate whose name appears at the top of the tally sheet for that respective office shall be declared the winner. For the offices of Vice President At-Large, the top eight vote getter for this office shall be declared as winners.

(3) In the event of a tie for any race, the winner shall be decided by the toss of a coin.

Section 8. Announcement of Election Results

Once the election results are determined, the Chairperson of the Elections and Nominations Committee shall notify all nominees of the results of the election and provide a copy of the results to the Secretary. Posting of results should occur within ten (10) days after the certification of the election.

Section 9. Challenging Election Results

The results of all Chapter elections may be challenged by any member in accordance with the NTEU Constitution and Bylaws.

PART IX

Delegates and Proxies

Section 1. Delegates to National Conventions and District Conferences

(A) The Executive Board at a meeting not less than thirty (30) days prior to the National Convention or the District Conference shall determine the number of Chapter delegates to the National Convention or the District Conference, and the amount of delegate expense that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement.

(B) All elected Chapter officers shall be eligible to serve as delegates at National Conventions or District Conferences. If the Executive Board determines that additional delegates may attend at Chapter expense, such delegates will be elected pursuant to the NTEU Constitution and Bylaws.

(C) Any member who wishes to attend the National Convention or the District Conference as a delegate at his/her own expense must be elected pursuant to the NTEU Constitution and Bylaws.

(D) The Chairperson of the delegation will be the President or in his/her absence, the highest ranking officer who is a delegate.

(E) If no Chapter officer is a delegate, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

Section 2. Proxies

For the purposes of representation at the National Convention or District Conference, Chapter 208 may designate by proxy any member or members of the National organization on a form prescribed by the Administrative Controller of NTEU. The proxy document must contain a statement that the authority to issue and assign a proxy is given pursuant to a motion duly passed at a regular or special Executive Board meeting, for which there has been notice as prescribed in these Bylaws. The member of NTEU to whom the proxy is assigned shall be named therein and it shall be signed by the President and Secretary of Chapter 208.

PART X

Business Procedure

Section 1. Executive Board Order of Business

(A) At each regular meeting of the Executive Board as provided by Part V, Section 4, the following order of business shall be observed:

- (1) call to order
- (2) roll call
- (3) reading of minutes
- (4) report of the President
- (5) report of the Treasurer
- (6) report of the Executive Vice President
- (7) report of the Vice Presidents
- (8) report of the Secretary
- (9) report of Chairpersons of standing committees
- (10) unfinished business from prior meetings
- (11) new business
- (12) adjournment

(B) The above order of business may be suspended at any time by a majority vote of the Executive Board members at the meeting. In case of a special meeting of the Board, the President's call for the meeting shall set forth the business to be transacted and the order of it.

PART XI

Miscellaneous

Section 1. Rules of Order

In the absence of any provision to the contrary in the Constitution and these Bylaws, all meetings of the Executive Board and Committees shall be governed by the parliamentary rules contained in the then-current edition of Robert's "Rules of Order, Revised."

Section 2. Distribution

Copies of these Bylaws shall be available to any member upon request and shall be submitted to the National Headquarters Office.

Section 3. Amendments

(A) Proposed Amendments to these Bylaws shall be submitted in writing to the Chapter Executive Board for their recommendations and consideration. The President will then report the recommendations of the Executive Board to the next annual, general or special Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing at a previous meeting and/or all members were notified at least fifteen (15) days before such meeting.

(B) These Bylaws shall become effective at midnight on the day on which they were approved.

Last Modified: 5/10/2018 Send
comments and suggestions on this
website to: nteu208@gmail.com